

Changing the Mass Immunizations Default Vaccination Date

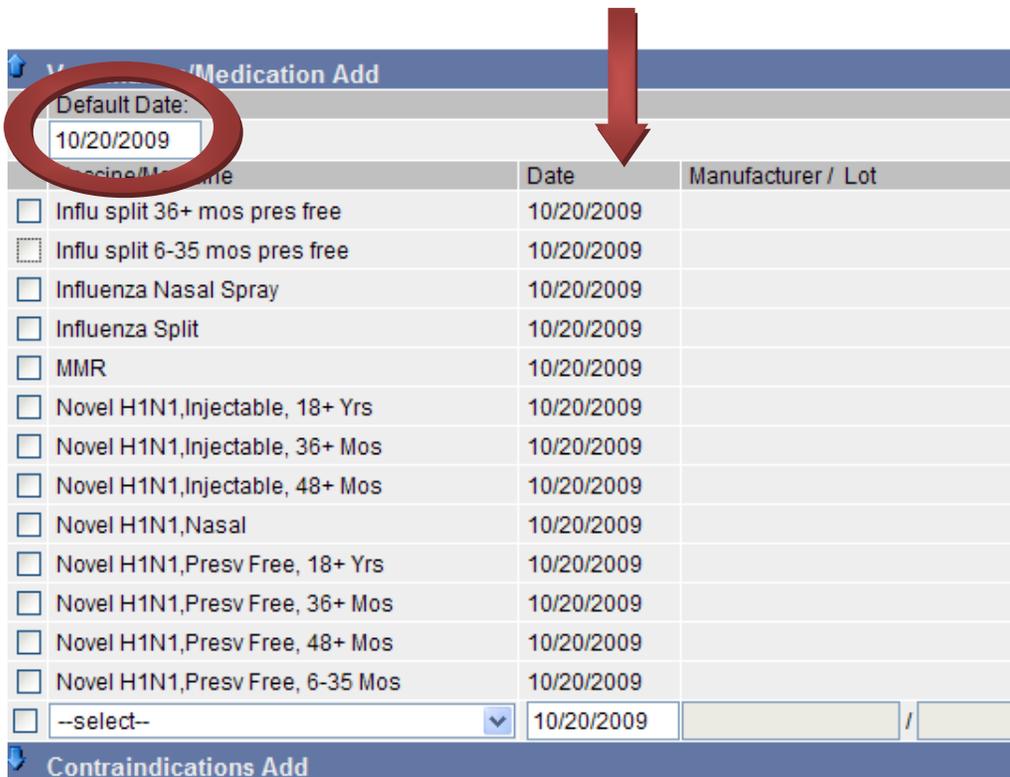
After logging in, click on the **Select Application** prompt within the **Main** menu on the left-hand side of your screen. Select **Mass Immunizations** from the drop-down menu, and click **Submit**.



CHANGING THE DATE FOR A SINGLE PATIENT:

1. On the Vaccination /Medication Add section of the Mass Immunization data entry screen, change the date in the default date box and hit tab on your keyboard to change all of the dates listed next to the vaccines to your date of choice.

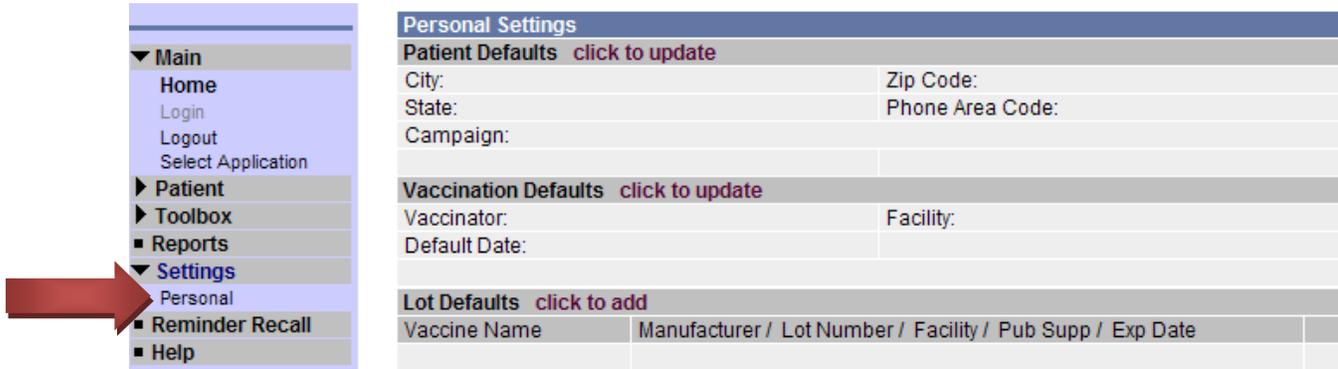
Note: You will need to change the date in this way for each patient entered on a date other than today.



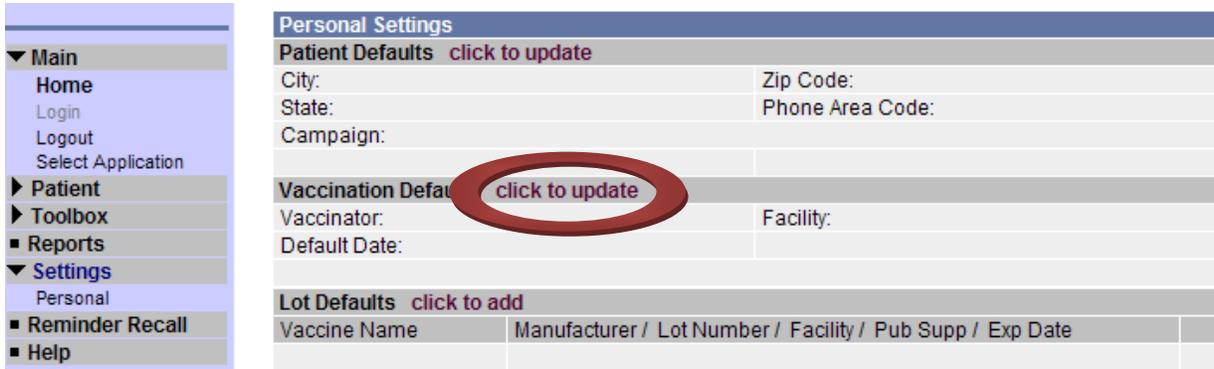
CHANGING THE DEFAULT DATE DISPLAYED ON ALL PATINETS:

This option should be used for entering several vaccinations for a single date in the past. You will either need to remove this default date to return the default date to today’s date or change this default date as needed.

1. Once in the Mass Immunizations Module, expand the **Settings** heading on the left-hand menu and click **Personal**.



2. Click on the click to update text next to the **Vaccination Defaults** heading.



3. Type in the default date in a MMDDYY format and click **Save**.

